



Checks	Week commencing: _____					Note references (for Form No 4554)
	Monday	Tuesday	Wednesday	Thursday	Friday	
START-UP CHECKS - beginning of day						
Freezers and fridges working properly.						
Ovens & other equipment working properly.						
Food preparation areas clean and ready to use.						
Equipment & utensils clean and ready to use.						
Staff fit for work and wearing clean work clothes.						
Hand-washing & cleaning materials available.						
CLOSING CHECKS - end of day						
All food covered and put away. No food left out.						
Freezers and fridges working properly.						
Food past its "use by" date discarded.						
Dirty cloths replaced with clean ones.						
Waste removed and new lining sacks put into bins.						
<i>Our safe Food Handling Procedures were followed and effectively managed today:</i>						

